

EMERGENCY OPERATIONS CENTER WATCH COMMANDER CHECKLIST

<u>ACTION</u>	<u>COMPLETED</u>
1. Obtain brief of situation.	_____
2. Request damage assessment.	_____
3. Assess post disaster capabilities.	_____
4. Convene EOC staff for detailed briefing.	_____
5. Establish priorities for response efforts.	_____
6. Ensure any required reports (OPREP, SITREP) are submitted.	_____
7. Determine if any outside assistance is needed.	_____
8. Keep COMNAVREG MIDLANT informed of actions.	_____
9. Coordinate, review and approve public information news releases.	_____
10. Determine the need for humanitarian services.	_____
11. Ensure civil authorities are notified for protection of public health and safety.	_____

DEPUTY EMERGENCY OPERATIONS CENTER WATCH COMMANDER CHECKLIST

<u>ACTION</u>	<u>COMPLETED</u>
1. Initiate recall or assembly of response personnel/equipment.	_____
2. Establish communications with the scene.	_____
3. Obtain information from scene	
a. Type of casualty _____	
b. Damage to equipment/property _____	
c. Personnel casualties	
(1) Number of deaths _____	
(2) Number of injured (total) _____	
(a) Red _____	
(b) Yellow _____	
(c) Green _____	
4. Determine what organizations are engaged in the casualty.	_____
5. Determine if any other assistance is required.	_____
6. Ensure arrangements are made for required logistics support. (i.e. vehicles, equipment, personnel, aircraft, etc.)	_____
7. Ensure that necessary reports are developed and released by the EOC Watch Commander.	_____
8. Keep EOC Watch Commander, or in their absence, COMNAVREG MIDLANT informed of actions.	_____
9. If acting as the EOC Watch Commander, ensure all actions required in EOC Watch Commander checklist are carried out.	_____

PUBLIC AFFAIRS OFFICER CHECKLISTACTIONCOMPLETED

1. Establish communications with COMNAVREG  
MIDLANT Public Affairs Officer. \_\_\_\_\_
2. Prepare and coordinate all press releases  
with the EOC Watch Commander. \_\_\_\_\_
3. Notify press personnel of location for  
press briefings. \_\_\_\_\_
4. Ensure escorts are provided for all press  
personnel. \_\_\_\_\_
5. Coordinate coverage and documentation of  
recovery operations. \_\_\_\_\_

SECURITY REPRESENTATIVE CHECKLIST

<u>ACTION</u>	<u>COMPLETED</u>
1. Interface with police, security, and EOC forces.	_____
2. Ensure that senior security representative at the scene checks in with the IC to establish boundaries.	_____
3. Advise the EOC Watch Commander regarding the availability of security forces, current and proposed security posture, FBI and NCIS involvement, and local law enforcement activities.	_____
4. Collect, advise and display the status of roads and highways.	_____
5. Coordinate the establishment of evacuation routes if necessary.	_____
6. Coordinate base traffic to expeditiously move supplies and personnel.	_____
7. Provide escort services for local community emergency services responding to the casualty.	_____
8. Ensure that base housing areas are alerted to impending situations.	_____
9. Coordinate and advise the EOC Watch Commander of the status of evacuation of disaster areas and the establishment of entry control points.	_____
10. Establish procedures for maintaining preservation of evidence at the scene if criminal action is suspected.	_____
11. If casualties are involved, establish procedures for maintaining victims personal belongings.	_____
12. Coordinate and ensure critical resources are provided adequate protection.	_____

PUBLIC WORKS CENTER REPRESENTATIVE CHECKLIST

<u>ACTION</u>	<u>COMPLETED</u>
1. Advise the EOC Watch Commander on real property damage and recovery operations.	_____
2. Track damage to facilities using enclosure (4).	_____
3. Coordinate procedures to ensure maximum protection of critical facilities.	_____
4. Collect and display available transportation and construction equipment.	_____
5. Advise EOC Watch Commander of availability of utilities and if required, emergency resources.	_____
6. Advise EOC Watch Commander on:	
a. Topping off fuel tanks on emergency generators.	_____
b. Shutting off gas lines.	_____
c. Water storage for post disaster use.	_____
d. Shutting off and draining above ground fuel tanks.	_____
e. Protection of base utilities.	_____
7. Coordinate project design and contract release for emergency repairs.	_____

MEDICAL REPRESENTATIVE CHECKLIST

<u>ACTION</u>	<u>COMPLETED</u>
1. Interface with scene and local medical facilities.	_____
2. Advise the EOC Watch Commander on disposition of casualties.	_____
3. Coordinate with Public Affairs for the release of information regarding casualties.	_____
4. Collect, advise, and display availability of medical response teams.	_____
5. Advise the EOC Watch Commander of any food or water contamination.	_____
6. Coordinate medical evacuation efforts.	_____
7. Coordinate and assist in providing stretcher bearers.	_____

LEGAL REPRESENTATIVE CHECKLISTACTIONCOMPLETED

1. Assess legal ramifications of response requirements and operations and advise EOC Watch Commander. \_\_\_\_\_
2. Coordinate with Security representative to establish procedures to document and safeguard all physical evidence and personal belongings of casualties. \_\_\_\_\_
3. Coordinate with Public Affairs on news releases. \_\_\_\_\_
4. Coordinate the establishment of a claims processing facility, if required. \_\_\_\_\_
5. Establish channels for coordination of technical legal matters with higher headquarters and principal legal advisors from other participating federal departments and agencies. \_\_\_\_\_

CHAPLAIN CHECKLIST

ACTION

COMPLETED

1. Coordinate with medical personnel for providing religious services.

\_\_\_\_\_

2. Coordinate Chaplain services and assistance to disaster victims.

\_\_\_\_\_

3. Coordinate the aid of civilian clergy for the support of the injured at civilian hospitals.

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